Online Forms with ATS
(Plan for 30—45 minutes)

Log in at https://www.atsusers.com/atsweb/login.aspx?db=atssmith  (Bookmark this. You’ll use it again!)

- Athlete ID: new
- Password: new
- Database: atssmith

Athlete Info Page
Enter as much information as you can.

- Tan fields are required
- Primary Address is your home address
- Additional Address can be your other parent’s address if your parents don’t share an address

- **Athlete ID is your 99#**
- Choose your own password
- Upload a photo so we don’t confuse you with another athlete 😊

- Use dropdown lists or type right in the box
- Save
**Insurance Information Page**

- To begin, click “Edit”
- Fill in as much information as you have and save
- After the save, to add another insurance, click “edit” as you did above, and begin again.

**Emergency Contacts**

- Click “Edit” to begin
- Enter the information for the person you would like us to contact in the event of an emergency.
- After you save, click “Edit” to enter another.
- Use the note box to indicate who to call first or anything else you want us to know
**Athlete Forms**

- Click on the “Form Name” box to see the available forms.
- Note that different forms are required for intercollegiate and club sport athletes.
- Choose the form you want to complete and click “New”.

- Answer all questions as directed and sign the form at the bottom.
- Type your name in the box below.
- Click “Sign”.
- Save.

- Once your form has been successfully submitted, the date will appear in the “Date” box.
Additional Information

- Some forms require you to read other documents before answering the questions.
- Click on the “Menu” button to proceed.
- Click “Electronic Documents” to open the list.
- Click on the “download” icon and view the document. When you are done, click on “Menu” then “Athlete Information” to return to “Athlete Forms”.

*If you plan to play club and intercollegiate sports, you must complete all of the required forms.
*Once there is a date next to all of the forms required of you, you are done!

THANK YOU!